

Classification

REPORTS INVENTORY				CONTROL NO. DDs/oc-020	
PREPARE IN DUPLICATE					
1. TITLE OF REPORT (if a fill-in report include Form No.) Category II and III On Duty-Strength				2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		<input checked="" type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL	<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE	<input type="checkbox"/> ADMIN. GENERAL <input type="checkbox"/> OTHER (specify) <input checked="" type="checkbox"/> COMMUNICATIONS	
4. NO. OF COPIES PREPARED 6		5. FREQUENCY (weekly, monthly, quarterly, etc.) Quarterly		6. DISTRIBUTION (No. of components not number of copies) 1 - DD/S Plans Staff	
7. FORMAT (memorandum, form, computer print-out, etc.) Memorandum		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT DD/S Plans Staff	
10. PREPARING COMPONENT (include lowest level contributing information to report) OC-A/PB/Support			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-11	5.72		1		\$5.72		4		\$22.88
GS-05	3.15		1/2		1.57		4		6.28

## B. COSTS OF COMPUTER PRODUCED REPORTS

6								TOTAL COSTS PER YEAR	\$29.16

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Report has been compiled at least as far back as June 1964.